



International Organization for Migration (IOM)  
The UN Migration Agency

## Open to Internal and External Candidates

Position Title : **Field Assistant**  
Duty Station : **Ranong, Thailand**  
Classification : **General Service Staff (G2)**  
**THB 39,358.50 per month**  
Type of Appointment : **Special Short-Term Contract, 05 months with possibility of extension**  
Estimated Start Date : **As soon as possible**  
  
Closing Date : **March 26, 2018**  
Reference Code : **SVN 003/2018**

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and works closely with governmental, intergovernmental and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.

IOM is committed to a diverse and inclusive environment. Internal and external candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

### **Context:**

The 'Greater Mekong Sub-Region and Malaysia: Migrant Assistance and Protection Program (MAPP)' is a regional program which aims to address migration challenges faced in the Greater Mekong Sub-region and Malaysia through working in coordination with international and national actors to more effectively address the needs of vulnerable migrants through increased protection and targeted assistance. The project aims to develop sustainable solutions to provide relief and improve the well-being of vulnerable migrants; including trafficked women, men and children, internally displaced persons, refugees, asylum seekers, unaccompanied minors, and exploited and abused migrants. In Thailand, IOM implements this program in close cooperation and partnership with the Ministry of Labour, the Ministry of Social Development and Human Security (MSDHS), the Immigration Bureau and other key government counterparts.

Under the overall supervision of the Project Coordinator and direct supervision of the Field Coordinator based in Ranong, the incumbent will be responsible for providing administrative support and implementing MAPP program activities in Ranong province, especially outreach activities and activities involving protection and assistance to Victims of Trafficking in Persons (VOT) during their interim care in shelters.

### ***Core Functions / Responsibilities:***

Particularly, he/she will carry out the following duties:

1. Assist the Field Coordinator with the development of strategies, approaches and methodologies to implement MAPP activities in Ranong;
2. Pro-actively contribute to day-to-day project implementation and ensure conformity to expected results and project work-plans;
3. Perform support functions for meeting/liasing with government counterparts, local authorities, NGOs and community-based organisations to ensure smooth implementation of the project;
4. Assist in organizing events, including, conducting workshops and trainings in order to improve delivering methods, achieve workshop objectives, and enhance participants' involvement and commitment to the workshop;
5. Access, plan, coordinate, implement and evaluate interpreter support with the project and gather result on the activity;
6. Compile field level information required to produce operational progress and financial report on monthly and quarterly basis;
7. In accordance with the work plan, make logistical arrangements, procurement of services and supplies for effective implementation of the programme activities;
8. Maintain records on all project personnel/consultants and their respective status (contracts, timesheet and payment – if appropriate, etc.) in accordance with internal guideline and procedures;
9. Pro-actively contribute to the development of information, education and communication (IEC) materials in close consultation with project staff, project partners and government/ non-government stakeholders;
10. Draft minutes of Project team and other project related meetings;
11. Undertake duty travels within Ranong and Phang-Nga Provinces as necessary, to implement project activities, including outreach and information campaigns, and to assist field activities;
12. Gather and report update data/information on migrant rights and policy, including counter trafficking in persons measures, legal processes, migration trends and challenges encountered by migrants and migrant communities;
13. Provide assistance to the development and use of monitoring and evaluation tools, including assessments, surveys and interviews, in order to document and determine the progress and impact of the project;
14. Drive IOM vehicle in compliance to traffic rules and regulations of Thailand;
15. Demonstrate commitment to the Prevention of Sexual Abuse and Exploitation (PSEA) and ensure mainstreaming of PSEA across MAPP program activities;
16. Perform such other duties as may be assigned by Field Coordinator.

### ***Required Qualifications and Experience***

- University degree in social sciences, law, political science or related field, a master's degree is preferred.
- At least two years of experience in with an international or intergovernmental organization, preferably working on issues related to migrant and vulnerable populations in Thailand;
- Demonstrated experience in liaising with government officials and in coordinating activities with NGOs and government partners;
- Experience in organizing and coordinating workshops and trainings;
- Capacity to work independently with minimum supervision;
- Personal commitment, efficiency, and flexibility;
- Understanding of norms of professional ethics as well as client-oriented;
- Experience in working effectively and harmoniously with colleagues from various cultures and professional backgrounds at all levels;
- Confident user of MS Office applications;
- Good writing, communication and negotiation skills;
- Working knowledge of Burmese is an advantage.

### **Languages**

Fluency in English and Thai. Knowledge of Burmese language is an advantage.

### ***Required Competencies***

The incumbent is expected to demonstrate the following competencies:

- **Accountability** – Meets deadline, cost, and quality requirements for outputs
- **Client Orientation** – Identifies the immediate and peripheral clients of own work
- **Continuous Learning** – Demonstrates interest in improving relevant skills
- **Communication** – Writes clearly and effectively, adjusting wording to the intended audience
- **Performance Management** – Provides constructive feedback to colleagues
- **Professionalism** - Masters subject matter related to responsibilities
- **Teamwork** – Actively contributes to an effective, collegial, and agreeable team environment

### ***Other***

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment and verification of residency, visa and authorizations by the concerned Government, where applicable.

Only candidates residing in either the country of the duty station or from a location in a neighbouring country that is within commuting distance of the duty station will be considered. In all cases, a prerequisite for taking up the position is legal residency in the country of the duty station, or in the neighbouring country located within commuting distance, and work permit, as applicable.

***How to apply:***

Interested candidates are invited to submit their applications along with a duly completed IOM Personal History Form to the IOM Bangkok Human Resources Unit at e-mail [bkkrecruitment@iom.int](mailto:bkkrecruitment@iom.int) by **March 26, 2018** at the latest. The form can be downloaded from <https://thailand.iom.int/sites/default/files/Recruitment/IOM%2BPersonal%2BHistory%2BForm%2B%282012%29.xls> Kindly indicate the reference code **SVN003/2018** followed by your full name in the subject line.

Applications should include: a) a cover letter, indicating the dates of availability; b) a curriculum vitae; c) a duly completed IOM Personal History Form (may be downloaded from [thailand.iom.int](http://thailand.iom.int));

Only shortlisted candidates will be contacted.

***Posting period:***

From 12.03.2018 to 26.03.2018